NRAM

Guidelines for Contributors

April 2005

Contents

1. Introduction

NRAM is the acronym for the *National Register of Archives and Manuscripts / Te Rärangi Püranga, Tuhinga Ake o te Motu*

NRAM provides a centralised register of collection level descriptions for primary research material held in New Zealand repositories. For more detailed or specific information about the collections recorded in NRAM, researchers must consult the repositories themselves (or guides and publications produced by those repositories). Each NRAM entry includes the name and contact details of the relevant repository. The NRAM website acts as a flexible and accessible search tool for this information.

NRAM was originally published from 1979 to 1993 in paper format. It was the successor to the *Union Catalogue of New Zealand and Pacific Manuscripts in New Zealand Libraries* first published in 1954, with interim editions in 1968 and 1969. From 1998 onwards NRAM has been in electronic format. It has become a valuable Internet resource. The Website includes most of the collections reported to the paper format NRAM (except for those collections in the A, B, and C volumes which are held in the Alexander Turnbull Library), as well as many collections reported in more recent years.

Contributors complete their own entries and own the information they provide. NRAM's success is a result of the co-operation and commitment of its contributors. The website is searched by a wide range of national and international users.

The following guidelines have been written in order to help contributors describe and send information about archives and manuscripts in their collections. For answers to any questions, to make comments or request further information, contact the NRAM Administrator.

Read all of this guide before beginning to work on the information you wish to send

2. What to include in NRAM

All manuscript and archive collections located in New Zealand may be added to the register.

Collections may contain material such as correspondence, diaries, oral history recordings, files, commissions, deeds, petitions, wills, account books, financial records, minutes of meetings, birth, death and marriage certificates and/or registers, maps, ship registers, log books, passenger lists, literary manuscripts and typescripts, photographs and photograph albums, audio and videotapes, computer disks....in fact, anything that has been deemed to have permanent value. Publications such as books, newspapers, magazines, etc are generally not regarded as archives (except when they form a part of a larger 'group' or 'fonds')

Definitions:

Archives are *records* no longer required for current use which have been selected for permanent preservation because of their continuing value.

Records are "documents containing data or information of any kind and in any form, created or received and accumulated by an organisation or individual in the transaction of business or the conduct of affairs and subsequently kept as evidence of such activity.... Records are the information byproducts of organisational and social activity."

Manuscripts are handwritten documents. The term has been used more broadly to describe all kinds of archives, particularly within the library community. This broader use is becoming less common.

Copies (for instance microfilm and photocopies) may also be included, so long as the institution concerned is responsible for maintaining information about the location of the *original* item. Inclusion of multiple copies is at NRAM's discretion.

3. How to prepare entries for NRAM

Information is entered into record fields. There are three categories of information:

- basic mandatory information about the collection that must be included,
- useful information that is optional to include, and
- system generated fields.

There are only three **mandatory** fields:

- the name of the creator of the record group,
- the dates covered,
- the quantity or volume of records.

The **optional** fields may include:

- holder reference,
- type of record,
- description,
- access conditions,
- form, if not original,
- location of original,
- finding aids,
- name entries,
- areas, and
- subjects.

Note. Institutions with existing finding aids can tailor the format as long as it is in keeping with the general structure of other NRAM entries. (Discuss this with the administrator)

The system generated fields are the NRAM Reference and the Level of Description. These are completed automatically when a new entry is added to the NRAM database. If you submit new records using the online entry form, you will receive confirmation of receipt including the NRAM Reference which has been assigned to each new record. It is wise to record the NRAM Reference in your own database as it will make any future updates of your NRAM records much more straightforward than they would otherwise be.

The Record Fields

3.1   Name of Creator (of Record Group)

This field is mandatory.

This field records the name of the organization(s) or the individual(s) responsible for the creation, accumulation and maintenance of the group of records which are being described.

This field provides information about *provenance*. For more information about this subject refer to Appendix One.   If it is not possible to establish the name of the creator of the collection (this happens on very rare occasions), "unknown" or "anonymous" may be used, but remember to explain this in the "description" field. Also any information on previous names used (or other names used, e.g. nicknames) can be included later in the "description" field.

 Note : This is **not** the name of the Archive (repository) holding the collection. The Archive (repository) name goes in the location field.

Example 1. Church Records. *(NRAM ref W199)*

Name: **New Zealand Anglican Girls Bible Class Union**

In this case the records are held by the Kinder Library, St John's College.

Example 2. Research papers. *(NRAM ref A441)*

Name: Beaglehole, Ernest, 1906-1965

In this case Ernest Beaglehole's research notes are held with the Victoria University library.

Note that the full name of the person is given and the date of birth and death. Use the name by which a person is or was most commonly known, and give other names and explanations in the "name entries" and "description" fields. Names can be determined from the donor, by examining the collection itself, or by consulting published reference sources such as the *Dictionary of New Zealand Biography* (www.dnzb.govt.nz), *Who's Who in New Zealand, The Directory of Official Information* etc. More examples of a person's name showing birth/death details are below:

- Guildford, Barbara, 1944 - [Born in 1944 still living]
- Guildford, Barbara, 1872 - 1943 [Born in 1872, died in 1943]
- Guildford, Barbara, b 1799 [born in 1799, date of death unknown]
- Guildford, Barbara, d 1902 [date of birth unknown, died in 1902]
- Guildford, Barbara, fl 1900 [Dates of birth and death unknown but was flourishing/known to be alive in 1900]
- Guildford, Barbara, 1879 or 80 – 1959 [Year of birth is known to have been either 1879 or 1880, date of death was 1959]

Example 3. Correspondence from a well known poet not entered in writer's name but that of the collector of the letters. *(NRAM ref A149)*

Name: Bethell, Mary Ursula, 1874-1945

Letters written by Denis Glover to Mary Bethell are not entered as Denis Glover but under Mary Bethell's name because she collected the letters and thus created the collection in terms of archival provenance. The name of Denis Glover would appear in the description field and in the "name entries" field. (If Dennis Glover had kept copies of his own letters and they were part of his collection, then the letters would be under his name.)

Example 4. Organisations that merge. *(NRAM ref A275)*

Name: Paparua County Council

The Tai Tapu Roads Board was closed and the function and the records were taken over by the Paparua County Council. The Tai Tapu records were under the custody of the Paparua County Council at the time the council deposited the records in National Archives Christchurch office. The Name entry is Paparua County Council and the Tai Tapu Roads Board is mentioned in the Description and in the Name Entries field.

Note that the official/legal and most recent name of the organisation is given. Be certain that the name was in use while the records were being created and used – do not use a new1990s name to describe records which cover the period from 1948-1962. It is useful to also include in the name the date of establishment/disestablishment.

3.2　Title / Type of Record

This field is optional.

If the collection/item has an existing title, use it unless the contents differ from the title (e.g. a volume may be labelled "Committee Minute book" when in fact it contains copies of outwards correspondence).

If the contents differ from the given title, provide a title which more accurately describes the type of document/s.

If there is no title, provide a title which describes the type of document/s.

A list of terms commonly used to describe types of records and papers is given below. More detailed lists can be found in the archival literature. (See appendix for further reading).

Use terms consistently and accurately where possible (for instance, use "newspaper cuttings" not "clippings".)

Generally, the term "papers" is used for the collection of a person, and "records" for the collection of an organisation.

Papers are used when referring to the collection of a person. If the papers are clearly on one topic this may be indicated e.g., literary papers, financial papers, botanical papers.

Papers can be divided into the following:
Speeches
Newspaper cuttings
Scrapbooks
Lectures
Research notes
Genealogical papers
Logbooks
Diaries
Photographs
Sketches
Engineering drawings
Architectural drawings
Audio recordings
Reminiscences
Correspondence (as long as it includes both inwards and outwards letters)
Inward letters
Outward letters

Records are used when referring to the collection of an organisation.

Records can be divided into the following:

Financial records

Journals

Cashbook

Ledgers

Deeds

Minutes

Annual reports

Case files

Subject files

Registered files

Registers

Reports

Correspondence

Inward letters

Outward letters

Maps

Plans

Blueprints

Ephemera

Note: If you have a type of record that is not included in this list, please contact the NRAM Administrator. The list will then be updated.

3.3 Dates Covered

This field is mandatory.

Enter the date range of the **collection** being described, **not** the dates of the person or organisation which created them. (The dates of the person who created the items are included in the "name" field. See above.)

Example 1.

Name:	Guildford, Barbara 1908-1984
Title/Type of Record:	Papers
Date:	1924-1984

Where the specific date of the material is unknown provide the best information available such as the century. If the dates cannot be verified exactly, indicate this with the use of a question mark after the date. If the dates are only approximate, indicate this by placing a "c" (meaning circa or about) before the date. Finally, if the date range is impossible to estimate use the term "date unknown". See example 2.

Example 2. Estimated dates.

- 1941?
- 1900?-1960?
- c1941
- c1900-1960

When a few documents have been received after the closure of an organisation or society, or the death of a person, use the fully inclusive dates and add the other document dates and context in the "description" field.

Specify the earliest and latest dates for material in the collection as precisely as possible.

For retrospective or 'non-contemporary material' (reminiscences, research notes and the like) give first the dates for the period referred to by the collection, then the dates of writing, in parentheses. See example no 3.

Example 3. Retrospective material.

Name:	Guildford, Mary 1863-1942
Title/Type of Record:	Reminiscences of travels to far places
Date:	1880-1900, (1922)

For transcriptions or copies (other than photocopies), the date of copying should also be given here, and specified as such. Where necessary, dates should be explained in the "description" field. See example 4.

Example 4: A copy of a letter dated 1854, transcribed 1953.

1854 (transcribed 1953)

3.4   Quantity

This field is mandatory.

Specify the total quantity of material in the collection.

It is common practice to describe this in terms of the shelf space the collection occupies, or would occupy if it were shelved.

This is often done in terms of linear metres. A one metre shelf would hold approximately one linear metre of material if the records were stacked vertically or in vertical boxes the full length of the shelf.

However, it may sometimes be more meaningful to describe the quantity in terms of the item unit.

If the quantity is given as a linear measurement and additional information is desirable, add the additional information in parentheses.

In all cases use Arabic numerals.

Examples:

- 1.5 linear metres
- 5 letters
- 20 reels of microfilm
- 1 linear metre (130 items)
- 2.7metres (19 boxes + 1 oversized item)

3.5   Holder Reference

This field is optional.

Enter here the reference/call number or numbers normally used to locate the item/collection within your own repository.

3.6   Description

This field is optional.

Summarize the context and research value or interest of the collection (essentially this field briefly describes why the material is in the Archive). Also describe the nature of the material.

There are two parts to the description field:

1   A brief paragraph or sentence giving summarised historical or biographical information about the person or organisation whose records are being described. This might be something as basic as "Ngaio Marsh was a New Zealand author, playwright, actress and director."

2   The second and major part of this field is a scope and contents note. It should give the researcher an idea of what information is in the collection. Included here could be comments on the organisation of the collection if this will ease research use. This field can also expand on the information given in the fields "type of record" and "dates covered". More details can be given about the types of minute books, whether a diary is personal or concerned with specific subjects such farming matters. Date ranges can be added and so on.

Some institutions may choose to list here the relevant series titles and dates. Some may give series descriptions. Some may list items as well. (See example 5 below.)

Example 1: *(NRAM Ref. A65)*

Minutes and report of the Christchurch City Council committee advising on implementation of the Council's resolution on the urban environment by 31 July 1974

Example 2: *(NRAM Ref. A125)*

The Cook County Council administered a large portion of the East Coast, except the Borough of Gisborne, from 1877 to 1893 when Waiapu County was formed. In 1908 Waikohu County was inaugurated followed by Uawa County (Tolaga Bay) 1919. The latter was later reincorporated into the other administrative areas.

The records comprise outwards letter-books, 1877-1924 and inwards letters and other records, 1877-1933

Example 3: *(NRAM Ref. W201)*

The Country Women's Institute (CWI), or Women's Institute as it was named up to 1952, was set up to provide country women with support and education. It encouraged home crafts and cultural work,... and acted as a training ground for women in local body politics.

The Lower Shotover CWI was formed in March 1951. It was affiliated to the Southern Southland District Federation.

The records surviving consist of a minute book of monthly meetings 1951-1957.

Example 4 *(NRAM Ref. C432)***:**

Methodist missionaries were responsible for compiling yearly reports on the activities of their stations. The reports on the Mission Schools were written in response to the official reports compiled by visiting government inspectors. These reports were combined and reported to the Methodist District meeting on an annual basis.

The Northern Administrative District included the Auckland Circuit, Manukau, Waipa, Hokianga, Mangonui, Whangarei, Kaipara, Aotea, Kawhia, and Waingaro Circuits. It also includes the Three Kings Native Institution in Auckland as well as the Grey Institute in New Plymouth.

The records are reports on Methodist schools and missions. The reports include information such as worship attendance; erection of chapels at schools; school curriculum; and in some cases teaching texts.

Example 5 *(NRAM Ref. X1550)***:**

The school was first known as the Dunedin High School, or, the High School of Otago. It was established by the Otago Provincial Government in 1863, and opened on the 6th of August with a first recorded roll of 67 pupils. The school was administered by the Otago Education Board from 1863-1876, with the assistance of a Board of Advice from 1876- 1877. The Girls' High School opened in 1871 in a separate wing of the same building in Tennyson Street. A separate High School Board of Governors was established in 1878 by Act of Parliament. The Boys' High School transferred to a new site in Arthur Street, opening in February 1885. The Girls' High School continued on the Tennyson Street site.

The School operated on a fee paying basis, but Education Board scholarships were available.

Until 1895 the School was organised in two sections, lower school with Forms One and Two, and Form Three. The senior school, Forms Four, Five and Six had a classical and modern side. Form Three later became part of the senior school.

The Secondary Schools Act of 1903 made a free secondary education available for pupils who had passed Standard V or Standard VI. Admission to the upper school of Form V or Form VI was by winning a place in a public examination or by recommendation from the Principal of the secondary school.

The school roll in 1902 was 196, one of the highest secondary rolls in New Zealand. The Free Place Act brought an increase of 150 in the school roll. By 1906 the roll was 376. The school roll in 1999 was 800+.

New teaching blocks were built on the Arthur Street site and opened by the Prince and Princess of Wales in 1983. The old Assembly Hall was reconstructed as a Theatre and Auditorium.

The Otago High Schools Board remained the governing authority until the education changes of 1989, also taking responsibility for King's High School and Queen's High School in South Dunedin.

In 1934/5 the O.B.H.S. roll was over 800 and King's High School opened in South Dundedin at the start of 1936.

Records held:

ADMISSION REGISTERS, bound volumes, 1863-1895, 1895-1926, 1926-1954. Admission registers give the pupil's name and first name or first name initials, date of entry to the School, age at entry, Form in which the pupil was placed at entry, name of parent/guardian, his/her occupation and address, later Forms listed by year at School, date of leaving School.

CLASS REGISTER, 1869-1881. This includes names for Form One and Form Two, but does not give home addresses.

CLASS REGISTERS, 1904-1949. These sometimes include optional subjects taken, provide an attendance record for each Form, give the date of leaving if that occurred before the end of Term, and from 1912 give the home address of pupil or the home address of parent/guardian.

LEAVING BOOKS, 1911-1954. These are arranged by Form, indicate the qualification gained at School, and the expected planned destination, or occupation, on leaving school.

PUBLICATIONS:

Otago High School Magazine, 1885-1923. As well as providing a record of School life and activities, Magazines include extensive Old Boys notes including record of Marriages and Deaths and a brief obituary mention where this has been available. The War Years, 1914-1918/9 are recorded in detail, with service in New Zealand, overseas posting, wounds, death on active service, letters from the Front, Decorations, Promotions, Military style head and shoulders photographs, Roll of honour Obituaries which usually mention School distinctions.

Otago Boys' High School Magazine, 1924 to Present. The War Years 1939-1945/6 are covered in a similar style, with individual photographs of Old Boys who died on active service and brief obituaries which usually mention the field of service and locality in which death occurrred. Decorations, promotions, also are covered. Magazines also published extracts from letters sent to the Editor or the Rector from Active Service.

Jubilee Magazine 1913

Diamond Jubilee Magazine 1923. As well as a full record of the Celebrations this special issue included a list of Old Boys who served in the Great War and a Roll of Honour of those who died on Active Service. The Magazine records the designing, fund raising, construction, and dedication of the Memorial Gateway and Arch in Arthur Street.

Otago Boys' High School The First One Hundred Years, 1863-1963

The Glorious 120th, 1983.

OLD BOYS' REGISTERS:

The Otago High School Old Boys' Register, 1907, pupil list numbers, 1-3524, includes Historical sections.

Old Boys are listed alphabetically by year of entry to the School. Where possible school activities and school interests and distinctions are indicated, particularly where employment details are not yet available. Last year of entry is 1906.

The Otago Boys' High School Old Boys' Register, 1953, with historical sections, pupil list numbers, 1-9876. Similar listing, alphabetically by year of entry. Last year of listing is 1938. THE CADET CORPS section includes ON ACTIVE SERVICE THE SECOND WORLD WAR, THE NAVY, THE ARMY, THE AIR FORCE, with a description of Old Boys activities in the Armed Forces in the various theatres of war, and ends with a Roll of Honour of casualties arranged by year of entry to the School and when the death on active service occurred.

The Otago Boys' High School Old Boys' Centennial Register, 1963, with historical sections, pupil list numbers, 1-13992. The last year of entry listing is for 1962, which gives employment status where relevant. The 1963 entry is a straight alphabetical list of those at school. The CADET CORPS SECTION, ON ACTIVE SERVICE, repeats the entry and Roll of Honour in the 1953 Old Boys Register.

Otago Boys' High School Old Boys' Register, 1960-1988, pupil list numbers 13350-20903.

Also: (an independent publication) 'Otago Boys' High School Rugby Club 125 Years', by Paul Hunt and Merlin Montgomery, 1996

PHOTOGRAPHIC RECORD:

Form and class photographs, broken series, more consistent from 1912.

Sports photographs,cricket from 1896, rugby from 1884, Association football from 1907, Hockey from 1921. Later additions to sporting activities, e.g. rowing, athletics, shooting, gymnastic eights, senior, junior from 1918.

Staff Photographs. These are in a broken series, and have to be consulted in association with the lists of Former Members of Staff published in the Old Boys' Registers. From 1945 there is a more consistent series.

School Buildings

School Anniversaries

MEMORABILIA:

Cups, trophies, medals, sports & cadet uniforms Memorial books, of old boys' service in World War One and Two, and Boer War.

VIDEOTAPE RECORD:
Copied from early film, Jubilees, new construction of Mt Aspiring Lodge, 1971.

There is a Museum Room in the Shand Building, with permanent displays.

Other OBHS collections are held at the following institutions:

Hocken Library, University of Otago (Minute Books of the Otago High Schools Board of Governors, 1878-1989)

Early Settlers Association, Dunedin

Dunedin Public Library

OTAGO HIGH SCHOOL OLD BOYS' SOCIETY

The OBHS Archives and Museum has some Old Boys' Society records, but most of these are held independently, by the Society.

There are some Parent-Teacher Association records from the 1950's.

3.7   Access conditions

This field is optional.

Where any restrictions on access have been placed by the donor, depositor or by your institution enter here "Restricted" or "Partly restricted". Otherwise enter "Not restricted". If this field is left blank, it will be assumed that there are no restrictions. Details as to the type of restriction may be given if appropriate.

Examples of access conditions

- No access before the year 2020.
- Access only with the permission of the Chairperson of the Marae Committee.
- Not restricted.

3.8   Form if not original

This field is optional.

If the collection is not in its original format write the format in this field.

Examples

- Typescripts
- Photocopies
- Microfilm
- Digital (C.D. add software used.)

3.9   Location of original

This field is optional.

If the item / collection is copied (as described above), give the name and location of the repository holding the original, where this is known. If the collection is held privately, do **not supply names and addresses** but note that the original is in private hands and keep the address in your institution's filing system.

Examples

- In private hands.
- Photocopies of transcripts held at Auckland Institute and Museum and The Elms, Tauranga.
- Location of original not known.

3.10 Finding aids

This field is optional.

Note any finding aids that are available for researchers, either published or unpublished, in-house, or widely available.

Examples:

- Inventory available (paper only)
- Inventory available (electronic – public access to archive's/library's computer)
- Published guide (paper and on internet see addresses…)
- Card index available (i.e. to correspondence within a collection)
- Inventory not available 2002
- Book 1 indexed by district
- Transparencies have been sorted but not catalogued.

3.11 Name entries

This field is optional.

Enter additional names which are significant to the collection. Usually these will have been referred to in the "Description" field. Give the full name, and dates if known.

Name entries can include people, institutions, companies, ships, sheep stations, cemeteries, periodicals, buildings, horses, etc.
Do not use an abbreviation unless the organisation is known by an acronym e.g. use CORSO but not C.M.S.

Examples:

- 'Ionic' (ship)
- UNESCO
- Typographical Society
- 'The Sun' (newspaper)
- New Zealand Army. First Expeditionary Force

3.12 Areas

This field is optional.

Enter the geographical region to which the collection relates. See list of region and district names below.

Note: more specific place names or geographic terms should be in the "description" field, where they will be searchable.

The place names on the following page fall into two categories: Regions and Districts. Within each category they are arranged more or less geographically (north to south).

Region and District Names

Regions	Districts	Districts cont….
Northland	Far North	Tararua
Auckland	Kaipara	Horowhenua
Waikato	Whangarei	Kapiti Coast
Bay of Plenty	Rodney	Masterton
Poverty Bay	North Shore City	Carterton
Taranaki	Auckland City	South Wairarapa
Manawatu-Wanganui	Waitakere City	Palmerston North City
Hawkes Bay	Manukau City	Upper Hutt City
Wellington	Papakura	Porirua City
Wairarapa	Franklin	Lower Hutt City
Nelson-Marlborough	Thames-Coromandel	Wellington City
Westland	Hauraki	Tasman
Canterbury	Hamilton City	Nelson City
Otago	Matamata-Piako	Marlborough
Southland	Western Bay of Plenty	Kaikoura
Chatham Islands	Tauranga	Hurunui
	Waipa	Buller
	Waitomo	Grey
	Otorohanga	Westland
	South Waikato	Selwyn
	Rotorua	Waimakariri
	Kawerau	Christchurch City
	Whakatane	Banks Peninsula
	Opotiki	Ashburton
	Wairoa	Timaru
	Taupo	McKenzie
	Ruapehu	Waimate
	New Plymouth	Waitaki
	Stratford	Queenstown
	South Taranaki	Lakes
	Hastings	Central Otago
	Napier City	Dunedin City
	Rangitikei	Southland
	Wanganui	Gore
	Manawatu	Clutha
	Central Hawkes Bay	Invercargill

See the maps on the following pages for assistance in locating place names.
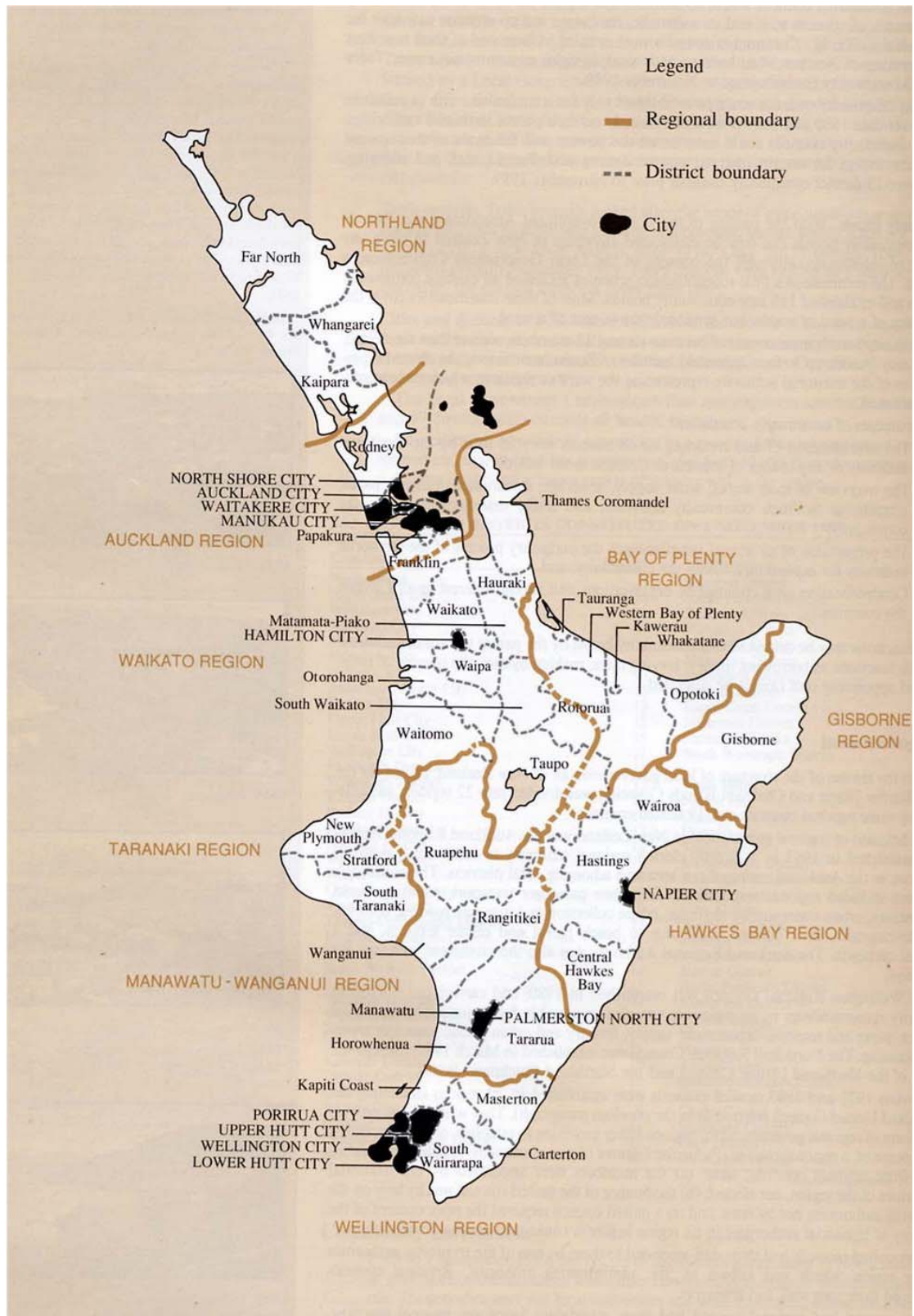
Local Government Boundaries – North Island

New Zealand Official 1990 Yearbook, p. 90
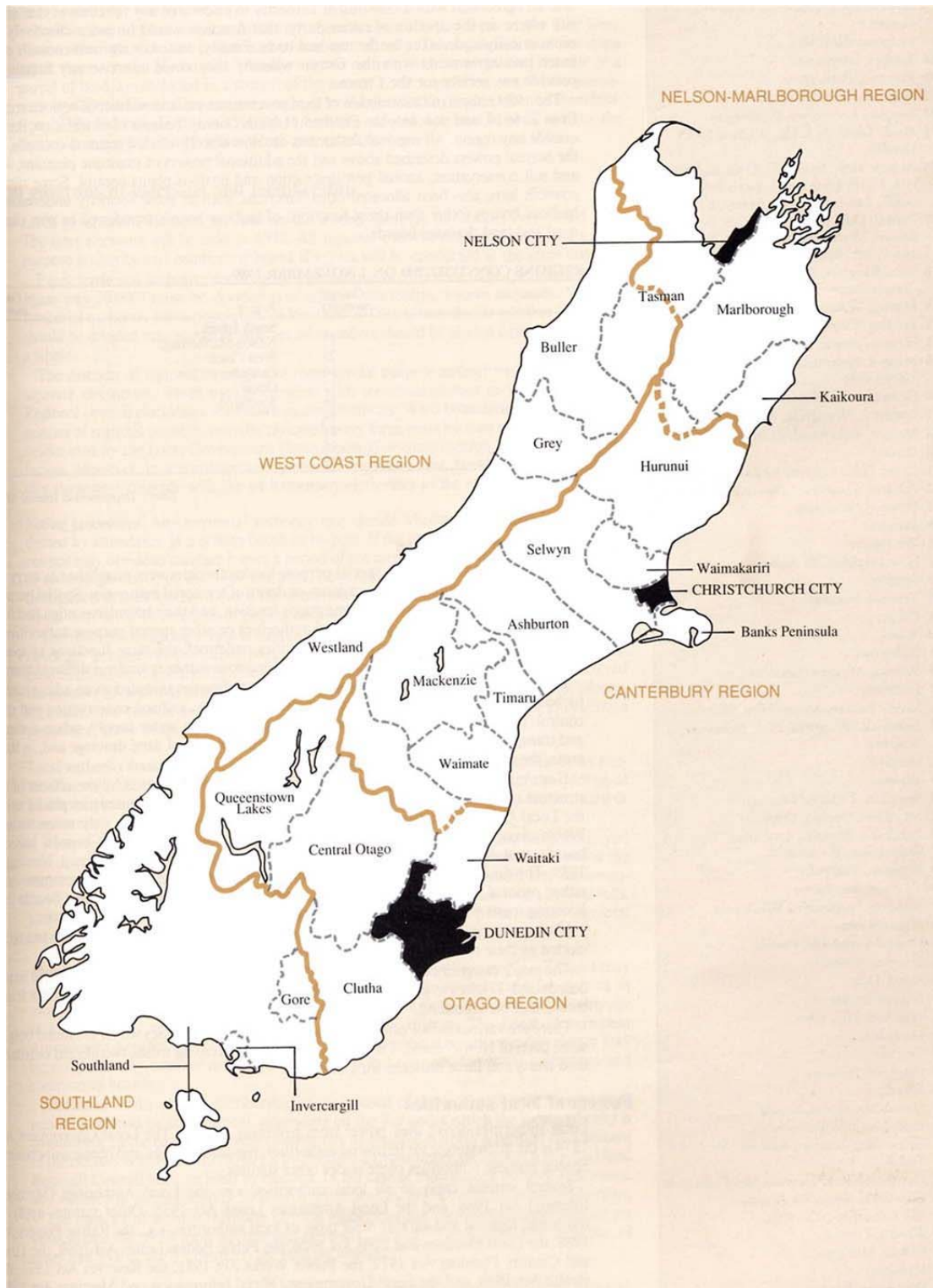
Local Government Boundaries – South Island

New Zealand Official 1990 Yearbook, p. 91

3.13 Subjects

This field is optional.

Enter the general subjects of the collection. **Use only the subject headings below.**

Subject Area	Examples of items / collections that would go under subject area.
Agriculture and fisheries	Station records, farm diaries, business firms with agricultural interests such as stock and station agents, dairy companies or freezing works, fishing, forestry.
Business and industry	Business records whether or not they are also listed under agriculture or mining. An individual should only be in this category if a large portion of their papers deal with business interests. Includes finance, banking and manufacturing.
Clubs and societies	All material relating to individual clubs and societies as well as collections where the bulk of the papers relate to their involvement in such groups.
Communication	Includes material relating to the history, development and practice of such communication media as broadcasting, newspapers and telephone systems as well as individuals and organisations involved in the media.
Discovery and exploration	All material on explorers in the Pacific and New Zealand. Also covers early land exploration in New Zealand and surveyors and surveying.
Education	Primary, secondary and tertiary sector records in addition to the papers of prominent educationalists.
Entertainment and recreation	Material relating to all aspects of the entertainment industry in New Zealand and the Pacific. People and organisations involved in music, sports and performance groups should be given the more specific heading as well.
Environmental issues	Includes material relating to the environment, environmental interests and groups, e.g. Greenpeace or the Christchurch Beautifying Society.
Fine arts	Includes the papers of painters, sculptors and architects, film and video makers, art societies and galleries
Flora and fauna	Material relating to the study of flora & fauna of all types and at all levels of study.
Health	General material on health and hygiene including the records of hospital boards and the papers of doctors and physicians. The records of the Plunket Society and nurses and nursing are included.

Immigration	All material on post-Maori immigration to New Zealand.
International relations	Involvement with other countries through organisations, competitions, politics, or cooperation.
Labour and industrial relations	Records of labour unions and leaders including records of industrial disputes or material concerned with working conditions. Also includes the records of employer groups.
Land	Includes material relating to valuations, subdivisions, resource consents and the like.
Law and legal system	Records of law firms, police and court records including records of jurisdiction involving law cases.
Linguistics	Studies of a language e.g. notes and vocabularies made by missionaries stationed in the Pacific.
Literature	Personal papers, drafts of poetry, prose and plays.
Local government and politics	Local body archives and the papers of public officials serving in local politics. Includes progressive associations, residents' groups, and pressure groups.
Maori	Material created by Maori or relating to Maori, on culture, land dealings, religion, language and contemporary issues. Also historical accounts of interaction between Maori and Pakeha.
Mining	Records relating to extractive industries such as gold, coal, gas, and oil.
Missionaries	Records of the activities of missions and missionaries in New Zealand and the Pacific.
Music	Original music manuscripts, recordings, and papers of people involved with music in New Zealand.
National government and politics	Governmental archives and personal papers of Members of Parliament and public servants. Records of national offices of political parties and pressure groups.
Performance arts	Original material e.g. choreography, productions scripts or records and papers relating to performance arts in New Zealand and the Pacific.
Religion	Local and national church records and the official and personal papers of ministers of religion.
Science and technology	Personal papers of scientists and records of scientific organisations such as the Cawthron Institute and the Royal Society of New Zealand. Includes technological advances in business, agriculture and other areas.
Social affairs	Accounts of social and community life e.g. personal reminiscences.
Sport	Records of or relating to individual sportspeople and sporting organisations.
Transport	Records relating to air, sea or ground transportation.
Travel accounts	Accounts of travel around and about New Zealand and the Pacific which are other than voyages/trips of discovery and exploration or accounts of shipboard voyages to New Zealand and the Pacific.

Voyage accounts	This refers to early voyages round the Pacific (not exploration) and to voyages to and from New Zealand. Includes whaling and sealing voyages and logs and journals of immigrants to New Zealand.
War and military accounts	Records of military units and the papers of individuals on war service. Includes letters and diaries relating to war.
Women	Material created by or about women or women's organisations and which concern women's issues.

4. How to send entries to NRAM

Before first contributing entries to NRAM (or if contributing a large number of entries), contact the Administrator to arrange a trial run. It is better to take a little time doing this, than risk losing hours of work. If you are new to archives arrangement and description, the Administrator can offer advice and guidance to help you produce entries of a professional standard.

To reduce centralised editorial time and emphasise the "ownership" of NRAM by its contributors, institutions are asked to complete their own entries and report them in electronic form if possible.

An online entry form is available on the website. Entries submitted using this form are saved directly to an administrative folder on the website where they can be viewed by the NRAM Administrator prior to publication. The Administrator may make minor editorial changes (such as correcting typing errors and standardising formats for name entries) but will contact contributing repositories to discuss any more substantive changes which may be desirable. Immediately after submitting each new entry via the online form contributors will receive an electronic confirmation of receipt. This will include the NRAM Reference which has been assigned to the entry. Please keep a record of this number, preferably in your own database. Access to the NRAM Reference will streamline any future requests you may make to update your entries.

NRAM can also accept:

- Word or text entries. These will be cut and pasted into the database using the online form.
- Entries on paper. These may take longer to process than entries submitted electronically.

Any contributor wishing to submit entries in bulk should contact the NRAM Administrator. All bulk imports of data require specialist IT support. Such support must be scheduled into the Archives NZ work programme. The Administrator would, therefore, appreciate early notification from any organisation wishing to use this option.

Existing contributors should note that DB/Textworks is no longer used to maintain the NRAM database. Entries sent as DB/Textworks export files cannot be imported as was previously the case. They will be cut and pasted into the online form and added to the database in that way.

To correct, alter, or update an existing entry, please send either:

- a clear statement (either electronic or on paper) of which fields need to be changed and what changes need to be made. If a simple change is requested (e.g. a date), an email or letter is acceptable. If, on the other hand, the change is complex or substantial, please send the complete text for any fields affected.

- Or, the complete entry. If the changes required are not extensive, please advise the Administrator of what fields are affected.

When requesting an alteration or update of an existing entry, please cite the relevant NRAM Reference. If you have not kept a record of it, please provide the "Name of the Creator" and as much additional information as possible for each entry.

5. Making the most of NRAM

5.1 Make a Link to your NRAM Pages from your own Website

Every repository which contributes to NRAM is assigned its own webpage. This page gives contact details and lists all of the collections reported by the repository. Fuller descriptions of the collections can be accessed simply by clicking on the relevant entry. There is also an option which allows you to do a search of the one repository's holdings.

You can find your webpage by clicking on "Links" on the NRAM homepage. On the Links page click on "Repositories who contribute to NRAM". This will bring up a list of all contributing repositories. Scroll down this list until you find your repository's name, then click on it. The page which opens is your repository's page.

If you have a website of your own, you can make a link from it to your NRAM page. This will mean that your staff and patrons can go directly from your website to your NRAM page without having to navigate through other NRAM pages. They will also be able to isolate and search your own repository's holdings as they are listed on the NRAM website. If you are not sure how to make the link, contact the NRAM Administrator for assistance.

5.2 Keep your contact details up-to-date

The NRAM website receives over a million hits a year. If you want to be certain that these researchers are able to get from NRAM to your collection, you must keep your contact details up-to-date. Check your page from time to time and let the Administrator know if there have been any changes. If possible include an email address.

6. Further Reading and Training

The NRAM website's links page gives quick and easy access to some very good websites covering a range of issues associated with the management of archival collections: http://www.nram.org.nz/nramlink.html

There are also some excellent commercially published manuals. Local libraries should be able to arrange interloans of these.

Some Useful References:

- Ellis, Judith. *Keeping Archives,* 2nd ed. Melbourne: D.W Thorpe 1993.
- Sanderson, Kay "Arranging and describing private archives" *Archifacts* 1985, no.4:2-6.

There is currently no full-time training or education in archives work available in New Zealand. There are, however, a variety of short training or education courses.   These are listed below:

- Short training / educational courses may be available through the Victoria University's Continuing Education centre or School of Communications and Information Management.
- Short "Hands on" training courses are often available through ARANZ, NZSA or SWIM consultancy.
- Papers on archives management and preservation of collections are offered as part of the Master of Library and Information Studies degree at the School of Information Management, Victoria University of Wellington.
- The Open Polytechnic of New Zealand offers distance education courses in library, records management and archives management. These can be put towards diplomas in library studies or records and information management, or a BA or B. App Sci degree.

Courses and new educational opportunities are often advertised on the New Zealand Records Management Listserv. (To subscribe to NZRecords send a message to: majordomo@listserv1.openpolytechnic.ac.nz .   The subject should be left blank, then in the body of the message type: subscribe nzrecords. For more information contact Gillian Oliver, Gillian.Oliver@openpolytechnic.ac.nz

Appendix One
Provenance and Naming the Record Group

The principle of provenance (often referred to as *respect de fonds*) is fundamental to the arrangement and description of archives. Along with the preservation of original order, it allows us to preserve the context within which the archives we are working with were created and used.

Unlike books, archives do not simply convey information through the text they embody. They are also a record of the activity of those who created them. Their great value to research and law is that they are almost always an "unconscious" record of that activity. By retaining original order and observing the principle of provenance, we preserve the integrity and evidential value of the archive.

> If the contents of ... records are intrinsically bound up with the life of the individual or the functions of the organization from which they emanated, and cannot be fully understood apart from them, it follows that those records must be retained as a body. This is a clear and straightforward principle that in turn dictates the nature of the documentation that the archivist must assemble, and the manner in which it is presented to the user. Who was the person who created or assembled these things? What was the nature of the organization that created these documents? What was the governmental function or life activity that produced these materials? Respect des fonds/Provenance provides the cultural context in which the records become intelligible. It also serves as the basis for authenticating and assuring the reliability of the contents of the records. *(Introduction to Archival Organisation and Description - Getty Information Institute: http://www.schistory.org/getty/table_index.html)*

A body of archives which share the same provenance is referred to as a record group. The record group (also known as a 'fonds', particularly among European and Canadian archivists) has been defined as:

> The whole of the documents, regardless of form or medium, organically created and/or accumulated and used by a particular person, family, or corporate body in the conduct of personal or corporate activity.

The record group or 'fonds' is the basic unit of description used in *NRAM*.

It is helpful to think of provenance as the origin of an archival collection. It encompasses not only the creator of the records, but also subsequent users of the records (prior to their deposit in an archival repository). In identifying provenance you are effectively tracing the history of the records from creation through to designation as archives.

Identifying the provenance and naming the record group, can be a very simple process or extremely complex. Records and papers often move from one organisation or individual to another. Many different people and agencies may "stamp their mark" on records or papers

before they come to rest in an archival repository. Collections of multiple provenance are far from uncommon.

Consider the following examples:

Example One. Single Provenance

> *The secretary of the local Probus Club donates the minutes, correspondence and master set of newsletters to your archive.*

In a situation such as this the collection has been created, used and donated by only one organisation: the Probus Club. The principle of provenance dictates that this record group will receive the name "Probus Club". Subsequent acquisitions of official records of the same branch of the Probus Club will be added to this record group.

Example Two. Multiple Provenance

> *Your archive receives a collection from John Smith several months after the death of his father Wilfred Smith. Wilfred had a fascination with the past and had built up a substantial private collection. This collection is now being passed to your archive. It contains:*
>
> - *nineteenth and early twentieth century photographs of New Zealand obtained from unknown sources,*
> - *Admission Registers and inspectors reports (1887-1917) of a local school*
> - *A log book from what appears to be a local pound (1885-1993)*
> - *various Smith family papers, amongst them a substantial collection of diaries kept by Mary Jane Smith (1854-1888), letters from the same period addressed to Mary Jane, letters from Edward Smith written to his parents Elizabeth (nee Jones) and Robert during World War One, and letters from various members of the Brown family to William Jones (1862-1878) (presumably a relation of Elizabeth's).*

In a situation like this the provenance of the collection is much more complex. Your first challenge is to understand it. Think about it in terms of tracing the history of the collection. It probably started in two quite separate and unrelated places: one set of records were being created/accumulated by Mary Jane Smith while another set was being accumulated by William Jones. Mary Jane's records stayed in the Smith family after her death and eventually became the property of Robert Smith who married Elizabeth Jones. William Jones turns out to be Elizabeth's grandfather. She took custody of his papers after the death of her father. In the meantime their son Edward had seen active service and written about ten letters to his parents, all of which they had kept.

As children Robert and Edward had both attended the local school as had a number of siblings – there are many Smith names in the Admission Registers. However, there is no evidence that they had any other connection with the school. How the Registers came to be a part of this collection is uncertain, but it appears likely that Wilfred (Edward's son) had picked them up as

part of his collecting activities. The pound logbook also appears to have no connection with the Smith family other than as a collector's item.

Then there are all the photographs. Some are clearly from the Smith and Jones families. However, others are not (some of these, but not all, have notes on the back saying who gave the photograph to Wilfred. It appears that family photographs and photographs collected from other sources have all been jumbled in together.

So what's significant in a confused picture like this and how do you deal with it? The general practice is to assign the record group name to the most recent user/creator of the archives. John donated the collection to you. However, he does not appear to have played any role in creating the collection. It was his father Wilfred who brought the collection together in its current form. The collection as a whole is best described under Wilfred's name. However, other aspects of provenance are also very significant. The pound book will be an official record of the local council. Its presence should be made very clear in the description and name entry fields (you may even want to pass it on to the Council if they have an archive – in which case you should keep a very clear record of its former presence in the Wilfred Smith Collection). The School Records should be treated in a similar way. You must bear in mind that each of these items is significant to two record groups: Wilfred Smith and the School/Council. In other words they have a meaningful place in both contexts and it should be clear to researchers that this is the case.

The photographs should be dealt with as an artificially compiled collection. After all, this is what they were to Wilfred, the last creator and user of the collection. Any other information you can discern about their provenance can be recorded in the description.

In cases of multiple provenance, the name of the record group should be that of the most recent creator/user of the collection (unless that person or organisation has done nothing but store the records).